

Minutes
Administrative Council - College of Education and Behavioral Sciences
Thursday, October 13, 2005 – 9:30 a.m.
Dean's Conference Room, Tate Page Hall

Members present: Evans, Poe, Baker, Daniel, Fiene, Haggbloom, Hughey, Powers. Sharon Hartz attended a portion of the meeting.

Discussion was held on grade distributions, particularly relative to instituting some type of culminating assessment. The issue will be brought back to the table for further discussion in the future.

Department heads were asked to let Ms. Bryant know the name of the departmental representative for the November 8 Glasgow meeting on graduate programs. Brief discussion followed on how to coordinate requests for departmental representatives at the various functions, as scheduling is becoming difficult.

A sample packet of materials used by the business college was circulated. Council members agreed that the College's brochures serve the same purpose.

The high school guidance counselors conference is scheduled for November 10-11.

Dr. Evans spoke briefly on Homecoming and the location of the College tent.

November 15 is the deadline for the annual NCATE report. Therefore, Dr. Evans will need information from department heads by the end of October.

A meeting is scheduled for October 26 to discuss the research link site. Faculty who are interested in research are encouraged to attend. Dr. Metze will be asked to attend. If department heads have someone in mind, they should forward those names to Ms. Bryant.

Brief discussion was held regarding the development of some type of identifying graphic for the College. Ms. Hartz has been in contact with Marcus Dukes regarding that issue.

Department heads were asked to look over the list of expenses related to subscriptions, accreditation, and dues, as accreditation expenses will be separated out in the future. They need to provide Dr. Evans with information on what the expenditures were for and also what organizations to which they pay dues. There was agreement that individual units should have control of their own funds. The draft policy on the payment process for accreditation fees should be reviewed and concerns forwarded to Dr. Evans.

Lengthy discussion was held concerning dropping students and a method of distinguishing between an "F" grade for non-attendance versus poor performance in the class. It was agreed that a firm policy is needed and that a method should be developed to complete the drop procedure on line.

Discussion was held regarding the availability of faculty after office hours for students taking night classes.

Faculty should be reminded to secure office areas and classrooms this weekend because of the Homecoming crowds.

Dr. Poe asked department heads to schedule a time to meet with her to discuss assessment plans.

The QEP was discussed briefly. Dr. Poe indicated she is willing to help with this.

Relative to winter term, the deadline for no-go decisions will be in December, although students will be allowed to register up to January.

As there was no further business, the meeting was adjourned.

Cathie Bryant, Secretary